



**Office of the
Principal Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana,**
10th Floor, Income Tax Towers, AC Guards, Hyderabad – 500 004,
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F.No. Pr. CCIT/Estt/Outsourcing/2017-18

Date: 14.06.2017

MEMORANDUM

Sub: Outsourcing of Data Entry Operators – Regarding.

The accompanying chart at column 5 shows the required number of officials in the cadres of OS, STA and TA in an office for doing the work in that office. The working strength of officials in that office after AGT 2017 is indicated in Column 8. The consequential shortage or excess (indicated by - minus sign)of available officials is shown in Column 9.

2. In case the supervisory officers feel that the work is not manageable with available working strength, then they are permitted to hire data entry operators to the extent of tabulated shortage (col 9).

3. The concerned PCIT/CIT is requested to submit a proposal for outsourcing of data entry operators by them and their subordinate offices and take the approval of the Pr.CCIT as required vide this office letter dated 14/2/2017 in F.No CIT(Admn & CO)/162/Outsourcing/2016-17.

4. Such proposals may be positively submitted on or before 20-06-2017 so that the requirement of the region can be totalled and central tendering can be done and the DEOs can be put in place from 1st July, 2017.

4. The above memorandum is issued with the approval of Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana.

(M. RAVINDRA SAI)
Commissioner of Income Tax
(Admn & TPS)

To,

- (1) All the Pr CsIT in AP & TS,
- (2) Pr. DIT (Inv), Hyderabad
- (3) CIT(Exemptions), Hyderabad
- (4) CIT(IT & TP), Hyderabad
- (5) CIT(TDS), Hyderabad & Vijayawada
- (6) CIT(I&CI), Hyderabad &
- (7) All the Range Heads in AP & TS

Copy to :

- (1) The Secretary, ITGOA
- (2) The Secretary, ITEF
- (3) DDIT(Systems), Hyderabad for display on website.

OS, Sr. TA & TA in AP & TELANGANA REGION

Sl. No./NA	Office Details	HEAD OF OFFICE	STATION	Sanctioned strength based on projected requirement (OS+STA+TA)	OS+ST A working after AGT	TA working after AGT 2017	Total Working After AGT (OS+STA+TA)	Shortage after AGT
(1)	Col. (2)	Col. (3)	Col. (4)	Col. (5)	Col. (6)	Col. (7)	Col. (8)	Col. (9)
A	Nizamabad Range	ITO	Adilabad	2	1	0	1	1
A	Kurnool Range	ITO	Adoni	2	0	1	1	1
A	Rajahmundry Range 2	ITO	Amalapuram	4	1	1	2	2
A	Kakinada Range	ITO	Anakapalle	2	1	0	1	1
A	Anantpur Range	Addl/JCIT	ANANTPUR	15	4	4	8	7
A	Ongole Range	ITO	Bapatla	2	1	1	2	0
A	Rajahmundry Range 1	ITO	Bhimavaram	4	0	1	1	3
A	Ongole Range	ITO	Chirala	2	1	0	1	1
A	Range-1, Tirupati	ITO	Chittoor	4	1	2	3	1
A	Eluru Range	Addl/JCIT	ELURU	10	2	5	7	3
NA	TDS Range, Visakhapatnam	ITO (TDS)	ELURU	2	1	1	2	0
A	Range-1, Vijayawada	ITO	Gudiwada	4	1	2	3	1
A	Range-2, Tirupati	ITO	Gudur	4	1	1	2	2
A	Anantpur Range	ITO	Guntakal	2	1	1	2	0
A	Central Range - Guntur	Addl/JCIT	Guntur	6	1	1	2	4
A	Range-1, Guntur	Addl/JCIT	GUNTUR	11	2	7	9	2
A	Range-2, Guntur	Addl/JCIT	GUNTUR	11	5	5	10	1
NA	CIT(A), Guntur - II	CIT	GUNTUR	1	0	1	1	0
NA	CIT(A), Guntur -I	CIT	GUNTUR	1	0	1	1	0
NA	Inv. UNIT - IV, Vijayawada	DC/ACIT	GUNTUR	1	0	0	0	1
A	Exemption Range (New) VJA	ITO	GUNTUR	2	0	1	1	1
NA	I&CI	ITO (I&CI)	GUNTUR	1	1	0	1	0
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)	GUNTUR	1	1	0	1	0
NA	TDS Range, Vijayawada	ITO(TDS)	GUNTUR	2	1	1	2	0
NA	PrCIT -Guntur	PrCIT(NC)	GUNTUR	5	3	1	4	1
NA	TRO Guntur	TRO Guntur	GUNTUR	0	0	0	0	0
A	Anantpur Range	ITO	Hindupur	2	1	1	2	0
NA	Addl. CIT(Audit), Hyderabad	Addl/JCIT	HYDERABAD	9	1	4	5	4
NA	Addl. CIT (Computer Operations)	Addl/JCIT	HYDERABAD	1	0	0	0	1
NA	Inv. UNIT - I, Hyderabad,	Addl/JCIT	HYDERABAD	0	1	0	1	-1
NA	Inv. UNIT - II Hyderabad,	Addl/JCIT	HYDERABAD	0	0	0	0	0
NA	CIT(I&CI), Hyderabad	Addl/JCIT	HYDERABAD	9	3	3	6	3
A	Central Range 1, Hyderabad	Addl/JCIT	HYDERABAD	10	5	14	19	-9
A	Central Range 2, Hyderabad	Addl/JCIT	HYDERABAD	10	3	0	3	7
A	Central Range 3, Hyderabad	Addl/JCIT	HYDERABAD	10	2	0	2	8
A	Range 1, Hyderabad	Addl/JCIT	HYDERABAD	15	10	5	15	0
A	Range 2, Hyderabad	Addl/JCIT	HYDERABAD	15	8	7	15	0
A	Range 3, Hyderabad	Addl/JCIT	HYDERABAD	15	7	5	12	3
A	Range 16, Hyderabad	Addl/JCIT	HYDERABAD	15	11	4	15	0
A	Range-17, Hyderabad (NEW)	Addl/JCIT	HYDERABAD	15	6	7	13	2
A	Range 4, Hyderabad	Addl/JCIT	HYDERABAD	15	4	7	11	4
A	Range 6, Hyderabad	Addl/JCIT	HYDERABAD	15	5	7	12	3
A	Range 9, Hyderabad	Addl/JCIT	HYDERABAD	15	4	9	13	2
A	Range 10, Hyderabad	Addl/JCIT	HYDERABAD	15	6	7	13	2
A	Range 11, Hyderabad	Addl/JCIT	HYDERABAD	15	5	6	11	4
A	Range 12, Hyderabad	Addl/JCIT	HYDERABAD	15	4	6	10	5
A	Range 13, Hyderabad	Addl/JCIT	HYDERABAD	15	5	6	11	4
A	Range-14, Hyderabad	Addl/JCIT	Hyderabad	15	6	4	10	5
A	Range-15, Hyderabad	Addl/JCIT	Hyderabad	13	3	3	6	7
A	Range 5, Hyderabad	Addl/JCIT	HYDERABAD	11	5	6	11	0
A	Range 7, Hyderabad	Addl/JCIT	HYDERABAD	11	4	6	10	1
A	Range 8 Hyderabad	Addl/JCIT	HYDERABAD	11	5	4	9	2
NA	TDS Range -I, Hyderabad	Addl/JCIT	HYDERABAD	12	8	4	12	0
NA	TDS Range -II, Hyderabad	Addl/JCIT	HYDERABAD	12	8	4	12	0
A	Exemption Range	Addl/JCIT	HYDERABAD	12	4	5	9	3
NA	IT Range, Hyderabad	Addl/JCIT	HYDERABAD	10	1	5	6	4
NA	TP Range, Hyderabad	Addl/JCIT	HYDERABAD	4	0	4	4	0
NA	Addl. CIT(Judicial), Hyderabad	Addl/JCIT	HYDERABAD	5	1	2	3	2
NA	Addl. CIT(Hqrs)(Inv), Hyderabad	Addl/JCIT	HYDERABAD	2	0	0	0	2
NA	SR AR-I (A Bench), Hyderabad	Addl/JCIT	HYDERABAD	2	0	2	2	0
NA	SR AR-II (A Bench), Hyderabad	Addl/JCIT	HYDERABAD	1	0	0	0	1

t./NA	Office Details	HEAD OF OFFICE	STATION	Sanctioned strength based on projected requirement (OS+STA+TA)	OS+ST A working after AGT	TA working after AGT 2017	Total Working After AGT (OS+STA+TA)	Shortage after AGT
(1)	Col. (2)	Col. (3)	Col. (4)	Col. (5)	Col. (6)	Col. (7)	Col. (8)	Col. (9)
NA	SR AR-I (B Bench), Hyderabad	Addl/JCIT	HYDERABAD	2	1	0	1	1
NA	SR AR-II (B Bench), Hyderabad	Addl/JCIT	HYDERABAD	1	0	1	1	0
NA	CCsIT, HYD	CCIT	HYDERABAD	8	0	0	0	8
NA	CIT(Computer Operations)	CIT	HYDERABAD	0	0	1	1	-1
NA	CIT(I&CI), Hyderabad	CIT	HYDERABAD	4	1	2	3	1
NA	CIT(Exem), Hyderabad	CIT	HYDERABAD	5	2	4	6	-1
NA	CIT(Judicial), Hyderabad	CIT	HYDERABAD	3	2	1	3	0
NA	CIT(A)-12, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-8, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-9, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-10, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(TDS), Hyderabad	CIT	HYDERABAD	4	1	3	4	0
NA	CIT(A)-11, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-1, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-2, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(IT & TP), Hyderabad	CIT	HYDERABAD	5	1	2	3	2
NA	CIT(A)-3, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-4, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-5, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-6, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(A)-7, Hyderabad	CIT	HYDERABAD	1	0	1	1	0
NA	CIT(ITAT) -1, Hyderabad	CIT	HYDERABAD	1	1	1	2	-1
NA	CIT(ITAT) -2 Hyderabad	CIT	HYDERABAD	1	1	1	2	-1
NA	CIT(Audit), Hyderabad	CIT	HYDERABAD	4	2	1	3	1
NA	CCIT Vijayawada	DC/ACIT	HYDERABAD	0	0	0	0	0
NA	DCIT(Hqrs), (Inv.) Hyderabad	DC/ACIT	HYDERABAD	1	0	0	0	1
NA	Valuation Cell, Hyd		HYDERABAD	1	0	0	0	1
NA	DGIT(Inv.)	DGIT(Inv.)	HYDERABAD	4	3	2	5	-1
NA	MSTU HYDERABAD	ITO	HYDERABAD	0	0	0	0	0
NA	PrCCIT(CCA)	PrCCIT(CCA)	HYDERABAD	24	21	20	41	-17
NA	CIT(Central), Hyderabad	PrCIT	Hyderabad	5	1	2	3	2
NA	PrCIT(I), Hyderabad	PrCIT(C)	HYDERABAD	5	1	3	4	1
NA	PrCIT(II), Hyderabad	PrCIT(C)	HYDERABAD	5	2	3	5	0
NA	PrCIT(III), Hyderabad	PrCIT(C)	HYDERABAD	5	2	2	4	1
NA	PrCIT(IV), Hyderabad	PrCIT(C)	HYDERABAD	5	2	3	5	0
NA	PrCIT -V, Hyderabad	PrCIT(C)	HYDERABAD	5	2	3	5	0
NA	PrCIT -VI, Hyderabad	PrCIT(NC)	HYDERABAD	5	1	3	4	1
NA	PrCIT -VII, Hyderabad	PrCIT(NC)	HYDERABAD	5	1	2	3	2
NA	PrDIT(Inv), Hyderabad	PrDIT	HYDERABAD	4	2	2	4	0
NA	TRO 1	TRO 1	HYDERABAD	0	0	0	0	0
NA	TRO 2	TRO 2	HYDERABAD	0	0	0	0	0
NA	TRO 3	TRO 3	HYDERABAD	0	0	0	0	0
NA	TRO 4	TRO 4	HYDERABAD	0	0	0	0	0
NA	TRO 5	TRO 5	HYDERABAD	0	0	0	0	0
NA	TRO 6	TRO 6	HYDERABAD	0	0	0	0	0
NA	TRO 7	TRO 7	HYDERABAD	0	0	0	0	0
NA	CIT(Central), Hyderabad	TRO(Central)	HYDERABAD	0	0	0	0	0
NA	TRO(E)	TRO(E)	HYDERABAD	0	0	0	0	0
NA	TRO(IT&TP)	TRO(IT&TP)	HYDERABAD	0	0	0	0	0
NA	CIT(TDS), Hyderabad	TRO(TDS), ITO(Hq)	HYDERABAD	0	0	0	0	0
A	Kadappa Range	Addl/JCIT	Kadappa	11	1	4	5	6
A	Kakinada Range	Addl/JCIT	KAKINADA	11	4	3	7	4
NA	IT & TP Range, Visakhapatnam	ITO(INT Tax)	KAKINADA	2	1	1	2	0
A	Karimnagar Range	Addl/JCIT	KARIMNAGAR	13	3	4	7	6
A	Khammam Range	Addl/JCIT	KHAMMAM	11	1	4	5	6
A	Khammam Range	ITO	Kothagudem	4	0	2	2	2
A	Kurnool Range	Addl/JCIT	Kurnool	9	3	3	6	3
A	CIT(A), KURNOOL	CIT	Kurnool	1	0	0	0	1
NA	PrCIT, Kurnool	PrCIT(NC)	Kurnool	5	3	0	3	2
NA	TRO, Kurnool	TRO, Kurnool	Kurnool	0	0	0	0	0
NA	ITO(TDS), KURNOOL	ITO (TDS)	Kurnool	2	1	0	1	1
A	Range-2, Vijayawada	ITO	Machilipatnam	2	0	1	1	1
A	Range-2, Tirupati	ITO	Madanapalle	2	0	1	1	1

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(1)	Col. (2)	Col. (3)	Col. (4)	Col. (5)	Col. (6)	Col. (7)	Col. (8)	Col. (9)
A	Range 5, Hyderabad	ITO	Mahaboobnagar	4	1	2	3	1
A	Karimnagar Range	ITO	Mancherial	2	1	1	2	0
A	Range 7, Hyderabad	ITO	Nalgonda	2	1	1	2	0
A	Kurnool Range	ITO	Nandayal	4	0	1	1	3
A	Range-2, Guntur	ITO	Narasaraopet	4	0	2	2	2
A	Nellore Range	Addl/JCIT	NELLORE	15	5	6	11	4
NA	IT & TP Range, Visakhapatnam	ITO(INT Tax)	NELLORE	2	1	1	2	0
A	Nizamabad Range	ITO	Nirmal	2	1	1	2	0
A	Nizamabad Range	Addl/JCIT	Nizamabad	11	1	4	5	6
A	Ongole Range	Addl/JCIT	Ongole	11	3	2	5	6
A	Rajahmundry Range 1	ITO	Palakole	2	1	0	1	1
A	Kadappa Range	ITO	Proddatur	4	1	2	3	1
A	Rajahmundry Range 2	Addl/JCIT	RAJAHMUNDRY	11	2	4	6	5
A	Rajahmundry Range 1	Addl/JCIT	RAJAHMUNDRY	9	3	3	6	3
NA	CIT(A) Rajahmundry	CIT	RAJAHMUNDRY	1	0	1	1	0
NA	Inv. UNIT - III, Visakhapatnam	DC/ACIT	RAJAHMUNDRY	1	0	1	1	0
A	Central Range , Visakapatnam	DC/ACIT	RAJAHMUNDRY	1	0	1	1	0
A	Exemption Range (New) VJA	ITO	RAJAHMUNDRY	2	0	1	1	1
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)	RAJAHMUNDRY	1	1	0	1	0
NA	TDS Range, Visakhapatnam	ITO(TDS)	RAJAHMUNDRY	2	1	1	2	0
NA	PrCIT -Rajahmundry	PrCIT(NC)	RAJAHMUNDRY	5	2	3	5	0
NA	TRO Rajahmundry	TRO Rajahmundry	RAJAHMUNDRY	0	0	0	0	0
A	Range 8 Hyderabad	ITO	Sangareddy	2	1	1	2	0
A	Range-15, Hyderabad	ITO	Siddipet	2	0	0	1	1
A	Range-4, Visakhapatnam	ITO	Srikakulam	6	1	1	2	4
A	Range 7, Hyderabad	ITO	Suryapet	2	0	1	1	1
A	Eluru Range	ITO	Tadepalligudem	2	0	1	1	1
A	Eluru Range	ITO	Tanuku	4	1	2	3	1
A	Range-1, Guntur	ITO	Tenali	4	1	0	1	3
A	Range-1, Tirupati	Addl/JCIT	TIRUPATI	11	3	4	7	4
A	Range-2, Tirupati	Addl/JCIT	TIRUPATI	9	1	5	6	3
NA	CIT(A)	CIT	TIRUPATI	1	0	1	1	0
NA	Inv. UNIT - IV, Vijayawada	DC/ACIT	TIRUPATI	1	0	0	0	1
A	Central Range - Guntur	DC/ACIT	TIRUPATI	2	0	1	1	1
A	Exemption Range (New) VJA	ITO	TIRUPATI	2	0	1	1	1
NA	CIT(I&CI), Hyderabad	ITO(I & CI)	TIRUPATI	1	0	1	1	0
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)	TIRUPATI	1	1	0	1	0
NA	TDS Range, Vijayawada	ITO(TDS)	TIRUPATI	2	0	1	1	1
NA	PrCIT -Tirupati	PrCIT(NC)	TIRUPATI	5	1	2	3	2
NA	TRO Tirupati	TRO Tirupati	TIRUPATI	0	0	0	0	0
NA	ITO(PR), TIRUPATI	ITO (PR)	TIRUPATI	0	0	1	1	-1
A	Kakinada Range	ITO	Tuni	2	1	1	2	0
A	Exemption Range (New) VJA	Addl/JCIT	VIJAYAWADA	4	3	1	4	0
A	Range-3, Vijayawada	Addl/JCIT	VIJAYAWADA	15	3	4	7	8
A	Range-2, Vijayawada	Addl/JCIT	VIJAYAWADA	13	6	4	10	3
A	Range-1, Vijayawada	Addl/JCIT	VIJAYAWADA	11	4	6	10	1
NA	Inv. UNIT - IV, Vijayawada	Addl/JCIT	VIJAYAWADA	2	0	1	1	1
NA	TDS Range, Vijayawada	Addl/JCIT	VIJAYAWADA	6	2	4	6	0
NA	CCIT, VIJAYAWADA	CCIT	VIJAYAWADA	8	2	1	3	5
NA	CIT(TDS), Vijayawada	CIT	VIJAYAWADA	4	1	1	2	2
NA	CIT(A) Vijayawada	CIT	VIJAYAWADA	1	0	1	1	0
A	Central Range - Guntur	DC/ACIT	VIJAYAWADA	2	0	1	1	1
NA	CIT(I&CI), Hyderabad	DCIT(I & CI)	VIJAYAWADA	1	0	0	0	1
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)	VIJAYAWADA	1	0	1	1	0
NA	PrCIT -Vijayawada	PrCIT(NC)	VIJAYAWADA	5	1	3	4	1
NA	TRO Vijaywada	TRO Vijaywada	VIJAYAWADA	0	0	0	0	0
NA	CIT(TDS), Vijayawada	TRO(TDS), ITO(Hq)	VIJAYAWADA	0	0	0	0	0
NA	IT RANGE, VIJAYAWADA	Addl/JCIT	VIJAYAWADA	5	1	0	1	4
A	Range 8 Hyderabad	ITO	Vikarabad	2	1	1	2	0
NA	Inv. UNIT - III, Visakhapatnam	Addl/JCIT	VIZAG	2	0	1	1	1
A	Central Range , Visakapatnam	Addl/JCIT	VIZAG	6	7	1	8	-2
A	Range-1, Visakhapatnam	Addl/JCIT	VIZAG	15	9	5	14	1
A	Range-2, Visakhapatnam	Addl/JCIT	VIZAG	15	3	3	6	9

t./NA	Office Details	HEAD OF OFFICE	STATION	Sanctioned strength based on projected requirement (OS+STA+TA)	OS+ST A working after AGT	TA working after AGT 2017	Total Working After AGT (OS+STA+TA)	Shortage after AGT
(1)	Col. (2)	Col. (3)	Col. (4)	Col. (5)	Col. (6)	Col. (7)	Col. (8)	Col. (9)
A	Range-5, Visakhapatnam	Addl/JCIT	VIZAG	15	8	4	12	3
A	Range-3, Visakhapatnam	Addl/JCIT	VIZAG	11	10	1	11	0
A	Range-4, Visakhapatnam	Addl/JCIT	VIZAG	9	7	2	9	0
NA	TDS Range, Visakhapatnam	Addl/JCIT	VIZAG	8	6	1	7	1
NA	IT & TP Range, Visakhapatnam	DCIT	VIZAG	2	2	0	2	0
NA	Addl. CIT(Hqrs)(Admn), Vizag	Addl/JCIT	VIZAG	0	0	0	0	0
NA	SR AR, Visakhapatnam	Addl/JCIT	VIZAG	1	0	0	0	1
NA	CCIT, Vizag	CCIT	VIZAG	8	1	5	6	2
NA	CIT(A), Visakhapatnam - II	CIT	VIZAG	1	0	1	1	0
NA	CIT(A), Visakhapatnam - III	CIT	VIZAG	1	0	1	1	0
NA	CIT(A), Visakhapatnam - I	CIT	VIZAG	1	0	1	1	0
NA	CIT(ITAT) Vizag	CIT	VIZAG	1	1	0	1	0
NA	DCIT(Hqrs), o/o CCIT, Vizag	DCI/ACIT	VIZAG	1	0	0	0	1
A	Exemption Range (New) VJA	ITO	VIZAG	2	0	1	1	1
NA	MSTU VIZAG	ITO	VIZAG	0	0	0	0	0
NA	CIT(I&CI), Hyderabad	ITO(I & CI)	VIZAG	1	0	1	1	0
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)-I	VIZAG	1	0	1	1	0
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)-II	VIZAG	1	1	0	1	0
NA	CIT(Central), Vizag	PrCIT	VIZAG	5	1	4	5	0
NA	PrCIT- Vizag-1	PrCIT(NC)	VIZAG	5	1	2	3	2
NA	PrCIT- Vizag-2	PrCIT(NC)	VIZAG	5	1	2	3	2
NA	TRO Vizag-1	TRO Vizag-1	VIZAG	0	0	0	0	0
NA	TRO Vizag-2	TRO Vizag-2	VIZAG	0	0	0	0	0
NA	CIT(Central), Vizag	TRO(Central)	VIZAG	0	0	0	0	0
NA	Valuation Cell, Vizag	CCIT	VIZAG	1	0	0	0	1
A	Range-3, Visakhapatnam	ITO	Vizianagaram	4	1	0	1	3
A	Warangal Range	Addl/JCIT	WARANGAL	15	2	9	10	5
	Special Ranges (Hyderabad)	Addl/JCIT	HYDERABAD	12	0	0	0	12
	Special Range Guntur	Addl/JCIT	GUNTUR	4	0	0	0	4
	Special Range Vizag	Addl/JCIT	VIZAG	4	0	0	0	4
	APA		HYDERABAD	0	0	0	0	0
				1042	354	419	773	269